

## Voting Leave

Voting leave must be requested in advance and the employee must be eligible to vote and must exercise that right in order to qualify.

Agencies develop work schedules in advance that permit their employees to share the work load on election day while still taking leave time to go to the polls. Presidential election day is a state holiday.

Regulatory References: [101 KAR 2:102](#) and [101 KAR 3:015](#). You are allowed up to four hours to vote or to apply for an absentee ballot. In order to be eligible for voting leave, you must (1) be registered to vote, (2) be scheduled to work on election day during the hours of 6:00 a.m. to 6:00 p.m. local time, and (3) notify your immediate supervisor prior to receiving voting leave. Employees who are authorized to work in lieu of taking voting leave shall receive four hours of compensatory leave.